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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority  
•San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
- 

## MINUTE SUMMARY

### Board of Directors Meeting

**October 7, 2009**

**Start Time: 9:30 a.m.**

#### LOCATION

**San Bernardino Associated Governments  
Santa Fe Depot - SANBAG Lobby 1st Floor  
1170 W. 3rd Street, San Bernardino, CA**

#### Board of Directors

**President**

Paul Eaton, Mayor  
*City of Montclair*

**Vice-President**

Brad Mitselfelt, Supervisor  
*County of San Bernardino*

Charley Glasper, Mayor  
*City of Adelanto*

Rick Roelle, Mayor  
*Town of Apple Valley*

Julie McIntyre, Mayor Pro Tem  
*City of Barstow*

Bill Jahn, Mayor Pro Tem  
*City of Big Bear Lake*

Dennis Yates, Mayor  
*City of Chino*

Gwenn Norton-Perry, Council Member  
*City of Chino Hills*

Kelly Chastain, Mayor  
*City of Colton*

Mark Nuaimi, Mayor  
*City of Fontana*

Bea Cortes, Council Member  
*City of Grand Terrace*

Mike Leonard, Council Member  
*City of Hesperia*

Larry McCallon, Council Member  
*City of Highland*

Rhodes "Dusty" Rigsby, Mayor Pro Tem  
*City of Loma Linda*

Jeff Williams, Mayor  
*City of Needles*

Alan Wapner, Council Member  
*City of Ontario*

Diane Williams, Council Member  
*City of Rancho Cucamonga*

Patricia Gilbreath, Mayor Pro Tem  
*City of Redlands*

Ed Scott, Council Member  
*City of Rialto*

Patrick Morris, Mayor  
*City of San Bernardino*

Jim Harris, Council Member  
*City of Twentynine Palms*

John Pomierski, Mayor  
*City of Upland*

Ryan McEachron, Council Member  
*City of Victorville*

Richard Riddell, Mayor  
*City of Yucaipa*

William Neeb, Council Member  
*Town of Yucca Valley*

Gary Ovitt, Supervisor  
*County of San Bernardino*

Paul Biane, Supervisor  
*County of San Bernardino*

Neil Derry, Supervisor  
*County of San Bernardino*

Josie Gonzales, Supervisor  
*County of San Bernardino*

Ray Wolfe, Caltrans  
*Ex-Officio Member*

Deborah Robinson Barmack  
*Executive Director*

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
County Congestion Management Agency  
Service Authority for Freeway Emergencies**

**Board of Directors**

**MINUTE SUMMARY**

**October 7, 2009  
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Santa Fe Depot  
SANBAG Lobby, 1st Floor  
1170 W. 3rd Street, San Bernardino**

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional meeting procedures and agenda explanations are attached to the end of this agenda.

Called to Order - 9:30 a.m. by Mayor Paul Eaton

**I Pledge of Allegiance**

**II. Attendance**

**Charley Glasper, Adelanto  
Rick Roelle, Apple Valley  
Bill Jahn, Big Bear Lake  
Dennis Yates, Chino  
Gwenn Norton-Perry, Chino Hills  
Kelly Chastain, Colton  
Mark Nuaimi, Fontana  
Bea Cortes, Grand Terrace  
Mike Leonard, Hesperia  
Larry McCallon, Highland  
Rhodes 'Dusty' Rigsby, Loma Linda  
Paul Eaton, Montclair  
Alan Wapner, Ontario  
Diane Williams, Rancho Cucamonga  
Patricia Gilbreath, Redlands**

**Ed Scott, Rialto  
Patrick Morris, San Bernardino  
Jim Harris, Twentynine Palms  
Ryan McEachron, Victorville  
Richard Riddell, Yucaipa  
William Neeb, Yucca Valley  
Brad Mitzelfelt, County of San Bernardino  
Paul Biane, County of San Bernardino  
Neil Derry, County of San Bernardino  
Gary Ovitt, County of San Bernardino  
Josie Gonzales, County of San Bernardino  
Raymond Wolfe, Caltrans District 8  
Jean-Rene Basle, SANBAG Counsel  
Deborah Robinson Barmack, SANBAG**

- III. **Announcements:** Deborah Barmack called attention to the photos from the I-215 groundbreaking celebration and the media coverage the project received. She acknowledged and thanked the Board, staff, Caltrans, FHWA, RCTC and the many others who came together to make funding for this project possible. All Policy Committees will meet this month, however, the Commuter Rail and Mountain/Desert Committee meeting dates were adjusted due to conflicts. High Desert Opportunity Conference in the Victor Valley is scheduled on October 15<sup>th</sup> and an Unmet Transit Needs hearing will be held in Twentynine Palms on October 22<sup>nd</sup>. Mitch Alderman apprised the Board of upcoming High Speed Rail Scoping meetings to be held in San Bernardino County on November 2<sup>nd</sup> and 3<sup>rd</sup>. Michelle Kirkhoff provided an overview of the activities for the 24<sup>th</sup> Annual Ride Share Week.
- IV. **Agenda Notices/Modifications:** Agenda Item 17 was withdrawn from consideration as a result of new information received just prior to Board.

1. **Possible Conflict of Interest Issues for the Board Meeting of October 7, 2009** Pg. 13

Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

### **Consent Calendar**

Items listed on the Consent Calendar are expected to be routine and non-controversial. These items have been discussed at SANBAG Policy Committee meetings and made available for public review as noted in the agenda. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Member Request. Items pulled from the consent calendar will be brought up under Agenda Item 23.

### **Administrative Matters**

2. **Board of Directors Attendance Roster**

Pg. 15

**Information Only**

3. **Procurement Report for August 2009**

Pg. 19

**Information Only**

Receive Monthly Procurement Report. **William Stawarski**

This item has not received prior policy committee review.

### **Notes/Actions:**

**NONE**

**MOVED:  
Ovitt  
SECOND:  
Yates  
26-0-0**

**Consent Calendar Continued....**

**Regional & Quality of Life Programs**

- |  |               |                                |
|--|---------------|--------------------------------|
| <p><b>4. Award of Freeway Service Patrol (FSP) Tow Services Contracts</b></p> <p>Award two contracts for FSP tow services:</p> <p>1. Contract No. C10081 to Roy &amp; Dot's Truck Specialties, Inc., for FSP Beat No. 4, for a three-year period, not-to-exceed \$553,500, as well as two one-year options, as outlined in the Financial Impact Section below;</p> <p>2. Contract No. C10080 to JLM Towing Services, Inc., for FSP Beat No. 8, for a three-year period, not-to-exceed \$547,965, as well as two one-year options, as outlined in the Financial Impact Section below.</p> <p><b>Michelle Kirkhoff</b></p> <p>This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on September 9, 2009. The two contracts have been reviewed as to form by SANBAG legal counsel.</p> | <p>Pg. 21</p> | <p><b>Approved Consent</b></p> |
|--|---------------|--------------------------------|

**Subregional Transportation Planning & Programming**

- |   |               |                                |
|---|---------------|--------------------------------|
| <p><b>5. Amendment No. 4 to Contract 04-058 with Parsons Transportation Group for preparing the Long Range Transit Plan for San Bernardino County</b></p> <p>Approve amendment No. 4 to Contract 04-058 with Parsons Transportation Group, extending the Time of Performance until completion no later than December 2010. <b>Mitchell Alderman</b></p> <p>This item was reviewed by the Commuter Rail Committee on September 10, 2009 and unanimously recommended for approval.</p>  | <p>Pg. 44</p> | <p><b>Approved Consent</b></p> |
| <p><b>6. Big Bear Modal Alternatives Analysis Memorandum of Understanding (MOU) No. C10086 among San Bernardino Associated Governments, the Inland Valley Development Agency, and the Southern California Association of Governments</b></p> <p>1) Approve MOU (Agreement No. C10086) with the Inland Valley Development Agency and the Southern California Association of Governments for joint funding and management of the Big Bear Modal Alternatives Analysis.</p> <p>2) Approve budget amendment to Task No. 40410000, Subregional Planning, in the amount of \$125,000, for a total budget of \$285,744 as specified in the Financial Impact Section. <b>Ty Schuiling</b></p> <p>This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on September 9, 2009 and the Mountain/Desert Policy Committee on September 25, 2009.</p> | <p>Pg. 49</p> | <p><b>Approved Consent</b></p> |

**Consent Calendar Continued....****Subregional Transportation Planning & Programming (Cont.)**

- |    |  |        |                             |
|----|--|--------|-----------------------------|
| 7. | <b>Programming of Mojave Desert Air Basin (MDAB) Congestion Mitigation Air Quality (CMAQ) Funds</b>  | Pg. 65 | <b>Received &amp; Filed</b> |
|    | <p>1) Receive status report on project types to receive programming consideration for MDAB CMAQ funds.</p> <p>2) Receive report on Program Opportunity Notice results.</p> <p><b>Ty Schuiling</b></p> <p>This item was reviewed with provision for continued consideration for paving of dirt roads by Mountain/Desert Policy Committee on September 25, 2009.</p> |        |                             |
| 8. | <b>Status Report, 2012 Regional Transportation Plan (RTP) Growth Forecast and Senate Bill 375 (SB375) Implementation</b>   | Pg. 68 | <b>Information Only</b>     |
|    | <p>Report on 2012 RTP growth forecast preparation and SB375 implementation status. <b>Ty Schuiling</b></p> <p>This item was reviewed by the Plans and Program Policy Committee on September 9, 2009 and the Mountain/Desert Policy Committee on September 25, 2009.</p>  |        |                             |
| 9. | <b>San Bernardino Valley Traffic Signal Synchronization Program Tier 1 &amp; 2 Final Report</b>  | Pg. 73 | <b>Received &amp; Filed</b> |
|    | <p>Receive information on San Bernardino Valley Coordinated Traffic Signal System Plan Tier 1 &amp; 2 Final Report (Executive Summary attached) <b>Ty Schuiling</b></p> <p>This item was reviewed by the Plans and Programs Policy Committee on September 9, 2009.</p>   |        |                             |

**Consent Calendar Continued....**

**Subregional Transportation Planning & Programming (Cont.)**

- |  |        |                  |
|--|--------|------------------|
| 10. <b>Deprogramming of Unobligated Surface Transportation Program (STP) and Congestion Mitigation/Air Quality (CMAQ) Funds in Response to the Federal Highway Administration's (FHWA's) Rescission Notice</b> | Pg. 81 | Approved Consent |
|--|--------|------------------|

1.    Receive information on rescission notices from the Federal Highway Administration for unobligated federal-aid highway funds.
  2.    Approve deprogramming of \$4,287,000 in STP funds and \$3,000,800 in CMAQ funds from programmed projects listed below that have not been delivered in accordance with contractual commitments.
    - a.    The El Mirage Road reconstruction project totaling \$1,376,000 in STP.
    - b.    The Adelanto/Auburn Jonathan paving project, totaling \$224,000 CMAQ.
    - c.    The Needles Highway project, totaling \$1,435,000 in STP.
    - d.    The National Trails project, totaling \$1,476,000 in STP. The SANBAG Board allocated funds to the project in January 2001.
    - e.    The Upland Metrolink station project, totaling \$2,776,800 in CMAQ.
  3.    Direct staff to give these projects renewed priority at such time as they are ready to initiate the next phase of work for which the original allocation was provided, subject to the availability of funds.
- Ty Schuiling**

This item was unanimously recommended for approval by the Plans and Programs Policy Committee on September 9, 2009, and the Mountain/Desert Committee on September 25, 2009. The Mountain/Desert Committee directed that SANBAG's commitment to these projects be strengthened by indicating that they would receive funding priority at such time as they are demonstrably ready to initiate the next phase of work.

- |   |        |                  |
|---|--------|------------------|
| 11. <b>Replacement of \$700,000 in American Recovery and Reinvestment Act (ARRA) Transportation Enhancement Activities (TEA) Funds with State Transportation Improvement Program (STIP) TEA funds for the State Route 210/Interstate 15 Interchange Landscape Project, and Reallocation of ARRA TEA Funds</b> | Pg. 84 | Approved Consent |
|---|--------|------------------|

1.    Approve allocation of \$700,000 of STIP TEA funds for the State Route 210/Interstate 15 Interchange Landscape Project utilizing the Community Conservation Corps and the California Conservation Corps (collectively referred to as Corps).
2.    Approve reallocation of \$700,000 of ARRA TEA funds as follows:
  - Pacific Electric Trail; City of Fontana, \$300,000
  - Mission Boulevard Landscape Project; City of Montclair, \$300,000
  - Church Street Beautification Project; City of Rancho Cucamonga, \$100,000

**Ty Schuiling**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Policy Committee on September 9, 2009.

**Consent Calendar Continued....****Project Development**

- |   |         |                  |
|---|---------|------------------|
| 12. <b>Disposition of Property for State Street/University Parkway Grade Separation project in the City and County of San Bernardino</b>  | Pg. 87  | Approved Consent |
| <p>Approve the transfer of property listed in attached Exhibit A, which were acquired for the State Street/University Parkway Grade Separation Project and are held in the name of San Bernardino County Transportation Commission, to the City and County of San Bernardino, at no cost by quitclaim deeds upon approval of the deeds by SANBAG Legal Counsel. <b>Garry Cohoe</b></p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on September 10, 2009.</p>      |         |                  |
| 13. <b>Contract Amendment No. 1 to Contract C09092 with RMC Inc. (RMC) for I-10 Tippecanoe Plans, Specifications, &amp; Estimates (PS&amp;E) Phase engineering services</b>   | Pg. 90  | Approved Consent |
| <p>Approve Amendment No. 1 to Contract C09092 with RMC Inc. for PS&amp;E engineering services for an additional \$3,947,981 plus \$352,300 for contingencies, increasing the total contract value to \$5,498,765. <b>Garry Cohoe</b></p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on September 10, 2009. SANBAG Counsel has reviewed and approved the amendment as to form.</p>   |         |                  |
| 14. <b>I-10 Westbound Widening Construction Management Services</b>   | Pg. 152 | Approved Consent |
| <p>Award Professional Services Contract No. C10019 in an amount not-to-exceed \$4,381,583 to Athalye Consulting Engineering Services, Inc. for Construction Management, Materials Testing and Construction Surveying services in support of the I-10 Westbound Widening Project. <b>Garry Cohoe</b></p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on September 10, 2009. SANBAG Counsel has reviewed and approved the contract as to form.</p>                   |         |                  |
| 15. <b>Amendment No. 3 to Contract No. 03-029 with William and Yvonne Cheesman for I-10 Construction field office space</b>   | Pg. 223 | Approved Consent |
| <p>Approve Amendment No. 3 to Contract No. 03-029 with William and Yvonne Cheesman extending by twenty (20) months the existing lease for construction field office space for the Interstate 10 Westbound Widening project under existing terms. Total cost for this lease extension is \$72,503. <b>Garry Cohoe</b></p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on September 10, 2009. SANBAG Counsel has reviewed and approved the amendment as to form.</p> |         |                  |

**Consent Calendar Continued....**

**Transit/Commuter Rail**

- |   |                |                                |
|---|----------------|--------------------------------|
| <p><b>16. Expansion of Commuter Rail Committee Responsibilities</b></p> <p>1. Approve expansion of the role of SANBAG's Commuter Rail Committee to include policy guidance related to transit services and change the name to Commuter Rail and Transit Committee.</p> <p>2. Authorize appointment of two additional members representing areas of the Mountain/Desert areas who also serve as members of Mountain/Desert transit boards. <b>Mitchell Alderman</b></p> <p>This item was reviewed and unanimously recommended for approval by the Commuter Rail Committee on September 10, 2009 and the Mountain/Desert Committee on September 25, 2009.</p>                   | <p>Pg. 228</p> | <p><b>Approved Consent</b></p> |
| <p><b>17. Southern California Regional Rail Authority (SCRRA) Fiscal Year 2009/2010 Budget Update and Possible Service Reductions</b></p> <p>Authorize an increase in the SCRRA Fiscal Year 2009/2010 operating subsidy, not to exceed \$350,000 as needed to avoid possible service reductions other than those agreed to by the SCRRA member agencies, for a new total of \$9,704,000. <b>Mitchell Alderman</b></p> <p>This item was reviewed by the Commuter Rail Committee on September 10, 2009 and unanimously recommended for approval.</p> <p><b>Agenda Item 17 was withdrawn from consideration as a result of new information received just prior to Board.</b></p> | <p>Pg. 232</p> | <p><b>No Action Taken</b></p>  |



**Consent Calendar Continued....****Transportation Programs & Fund Administration**

18. **Transportation Development Act (TDA) Award of Article 3 Pedestrian and Bicycle Facilities and Transit Stop Access Improvement Projects** Pg. 234

**MOVED:**  
**Nuaimi**  
**SECOND:**  
**Cortes**  
**26-0-0**

1. Approve the award of TDA Article 3 funds for Pedestrian and Bicycle Facilities Projects in the amount of \$2,445,550 to fully fund projects recommended for funding in Attachment A to this item. In addition, award the remaining \$225,800 to the Pacific Electric Inland Empire Trail Segment 5B on the condition that the City of Fontana submits to SANBAG, within 60 days of the Board of Directors October meeting, a Council-authorized commitment to fully fund the project. Should the City of Fontana not provide this commitment to fully fund Segment 5B, the City of Yucaipa would be awarded \$222,941 for the Yucaipa Blvd. sidewalk project. The City of Yucaipa will then have 45 days to commit the funds. Further, any TDA savings for any of the awarded projects may be applied to the next project on the list.

2. Approve the award of TDA Article 3 funds for Transit Access Improvement Projects in the amount of \$593,027 as identified in Attachment B.

3. Authorize staff to extend the interval between the Call for Projects from every two years to every three years and set a required completion date for project awarded funding through the call to three years. **Mitchell Alderman**

This item was reviewed by the Plans and Programs Committee on September 9, 2009 and unanimously recommended for approval.

**This item was removed from the Consent Calendar at the request of Council Member Riddell. He requested clarification regarding the recommendation as it related to the recommendation of the Plans and Programs Committee recommendation. Staff indicated that the recommendation was consistent with the Policy Committee direction.**

**DISCUSSION ITEMS****Program Support/Council of Govts.**

19. **Mobility 21 Honors Inland Action**

Pg. 241 **Information Only**

Receive report on 8<sup>th</sup> Annual Mobility 21 Summit and Award Recipient Inland Action. **Deborah Robinson Barmack**

This item has had no prior policy committee review.

**Discussion Items Continued....**

**Program Support/Council of Govts. (Cont.)**

20. **Presentation by Mr. Robert Hooker, Executive Director Inland Empire Economic Recovery Corporation on Corporation Activities to Address the Foreclosure Crisis** Pg. 243 **Information Only**
- Receive and file the report from the Inland Empire Economic Recovery Corporation. **Duane Baker**
- This item has not received prior policy committee review.

**Project Development**

21. **Informational Presentation on Interstate 215 Corridor** Pg. 244 **Information Only**
- Receive informational presentation on the current progress of the reconstruction and widening of the Interstate 215 Corridor in San Bernardino. **Paula Beauchamp**
- This is an informational presentation to the October 7, 2009, Board meeting.

**Regional & Quality of Life Programs**

22. **Update on the development and implementation of Inland Empire 511** Pg. 245 **Information Only**
- Receive Report and Provide Direction. **Michelle Kirkhoff**
- This item and presentation did not receive prior Policy Committee review.

**Other Matters**

23. **Consent Calendar Items Pulled for Discussion**
- Agenda Item 18 was removed from the Consent Calendar at the request of Council Member Riddell**

**Comments from Board Members**

**Mayor Morris asked about the track alignments for High Speed Rail, when we would learn how the \$8 billion available would be distributed and what would be California's portion.**

**Mayor Nuaimi requested staff present to Policy Committees information regarding California's request for High Speed Rail funds: How much is requested and what will it be used for, and the proposed rail alignments. He also alerted Board Members and others in attendance of closures on the I-10 as a result of overpass construction at Cypress Avenue in Fontana.**

**Comments from Board Members (Cont.)**

Mayor Pro Tem Jahn indicated the Big Bear bridge project was moving forward and thanked Caltrans for their work. Ray Wolfe said Caltrans was developing a workable plan for removing snow to help alleviate any delays.

Council Member McCallon made the following comments: The SCAG Regional Council held a joint session on October 1 with SCAG Policy Committee members and Mike Eng, Assembly Transportation Committee Chairman, to discuss the key goals of the next legislative session; SCAG was also briefed by Cal Fire on the true cost of wildfires using data from the Old and Grand Prix fires. He suggested that SANBAG asked the County to brief SANBAG on the lessons learned from recent L.A. fires and the ongoing Sheep fire; SCAG is moving forward on 25 new COMPASS demonstration projects in partnership with our member jurisdictions; In September SCAG staff met with 75 cities throughout the region regarding implementation of SB 375; a SB 375 Regional Workshop will be held on November 18 at the Ontario Convention Center, attendance is free; draft amendments to the 2008 RTP and RTIP have been released for 30 day public review and comment period. He represented SCAG and SANBAG at the October 3<sup>rd</sup> press conference at L.A. Union Station with Governor Schwarzenegger to unveil California's application for the \$4.7 billion in stimulus funding for Southern California High Speed Rail project.

Mayor Yates commented on the fact the AQMD was not listed as a sponsor on the rideshare brochure. He reminded staff and Board Members the AQMD has funds available for these types of activities, and encouraged them to contact him or Supervisor Gonzales. He was elected Vice Chairman of the SCAQMD to replace Supervisor Roy Wilson who recently passed away.

**Public Comment**

Mr. Tanner addressed the Board of Directors requesting their support for protective/permissive turn signals known as Flashing Yellow Arrow.

**ADJOURNMENT at 10:50 a.m.**

**Additional Information****Agency Reports/Committee Memberships**

Commuter Rail Report

Pg. 246

Mayor Pro Tem Patricia Gilbreath

South Coast Air Quality Management Report

Pg. 249

	<b><i>Notes/Actions:</i></b>
Mayor Dennis Yates	
Mobile Source Air Pollution Reduction Review Committee (MSRC)	Pg. 251
Council Member Gwenn Norton-Perry	
<b>SCAG Committees</b>	Pg. 256
SCAG Regional Council	
SCAG Policy Committees	
Community, Economic and Human Development	
Energy and Environment	
Transportation and Communications	
<b>SANBAG Policy Committees</b>	Pg. 257
<b>Acronym List</b>	Pg. 260

Complete packages of this agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

## Meeting Procedures and Rules of Conduct

### **Meeting Procedures**

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

### **Accessibility**

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

**Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

**Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item when an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in "Public Testimony on any Item" still apply.*

**Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings  
of  
Board of Directors and Policy Committees**

**Basic Agenda Item Discussion.**

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

**The Vote as specified in the SANBAG Bylaws.**

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

**Amendment or Substitute Motion.**

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

**Call for the Question.**

- At times, a member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

**The Chair.**

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

**Courtesy and Decorum.**

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.